



# NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](https://www.forward.ny.gov). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

## COVID-19 Reopening Safety Plan

**Name of Business:**

Pittsford Little League, Inc.; Pittsford Panther Baseball, Inc.

**Industry:**

Youth sports; provide sports education, recreation and league play for players ages 4-16 years old

**Address:**

34 East Street, Pittsford, NY 14534

**Contact Information:**

John Magats: johnmagats@mac.com; (585) 355-0614

**Owner/Manager of Business:**

John Magats

**Human Resources Representative and Contact Information, if applicable:**

n/a

## I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

Due to the nature of play, players may be within 6 ft. of one another during the course of play; the game format has been altered (umpires call balls and strikes from behind the pitcher, not catcher) to minimize the instances that 6' distancing cannot be maintained.

*How you will manage engagement with customers and visitors on these requirements (as applicable)?*

All players, coaches, umpires, spectators, etc. have been briefed on the league's requirements; the entire plan has been posted to the league's website.

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

Players must adhere to six-foot distancing whenever possible on the playing field for games or practices; off the playing field players must maintain six-foot distancing from those not in the same household. Players will be assigned a designated space where they are required to sit when their team is at bat or when not playing in the field. Coaches must adhere to six-foot distancing on the playing field for games and practices; off the playing field coaches must maintain six-foot distancing from those not in the same household. Umpires must adhere to six-foot distancing on the playing field whenever possible; home plate umpires will call balls and strikes from behind the pitcher. Spectators must adhere to six-foot distancing from those not in the same family; spectators may not enter the field of play. Bleachers will be

## II. PLACES

**A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:**

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

*What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

The league has procured an initial allotment (23 boxes, 50 units per box) of EZC-FM1 EZYCARE white protective 3-ply masks w/ ear loops; masks have been purchased from a local distributor. The supply of these masks will be monitored weekly and subsequent orders will be placed to ensure the league has an adequate supply on hand.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*  
The league has instituted a "no sharing" policy for PPE, all participants have been briefed on the proper handling of PPE.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

Bats and batting helmets are typically shared however the league has strongly discouraged the sharing of any equipment; if equipment must be shared, it must be disinfected between uses. Where possible the league will provide a player in need of a helmet with one to use for the season. Home and away game balls are to be used with clean balls put into play every two innings; designated players not in the lineup will retrieve foul balls during games.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

A contracted cleaner will be responsible maintaining the daily cleaning log. The daily cleaning log will be kept at the concession stand area at each league field.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

Each team will be given cleaning supplies; this includes masks, gloves, sanitizer, cleanser and paper towels. Cleaning supplies will be available in the restrooms and in the dugouts of at each league field.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

A daily cleaning regiment has been established for the restrooms and common areas at each league field.

**C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

*Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

The league maintains an online database (log) of each team roster and schedule; collectively the league board manages entries into our database.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

*If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

Dr. Justin Lynn, Pittsford Little League Safety Officer

### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

*What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

Participants must be self-assessed for COVID symptoms daily; participants experiencing COVID symptoms must stay home and be symptom-free for 14-days.

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

n/a

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

Participants who exhibit COVID symptoms at a game or practice will be isolated and medical care for the individual will be sought; affected areas will be closed off and sanitized in a manner and timeframe consistent with CDC guidelines. EPA-approved cleaning products will be procured from a local distributor.

*In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

The league will immediately notify state and local health officials about any suspected COVID exposure or case. The league will retain event schedule information, team rosters, and staff information; the league will provide this information to state and local health officials to assist in contact tracing of exposed/potentially infected individuals.

## IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

The complete version of the league's "Plan to Restart Play" is posted to the league's website at [pittsfordlittleleague.org](http://pittsfordlittleleague.org).

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at [forward.ny.gov](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY** HOME.

**STOP** THE SPREAD.

**SAVE** LIVES.

## State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

### *General Information*

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

### *Workplace Guidance*

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

### *Personal Protective Equipment Guidance*

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

### *Cleaning and Disinfecting Guidance*

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

### *Screening and Testing Guidance*

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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